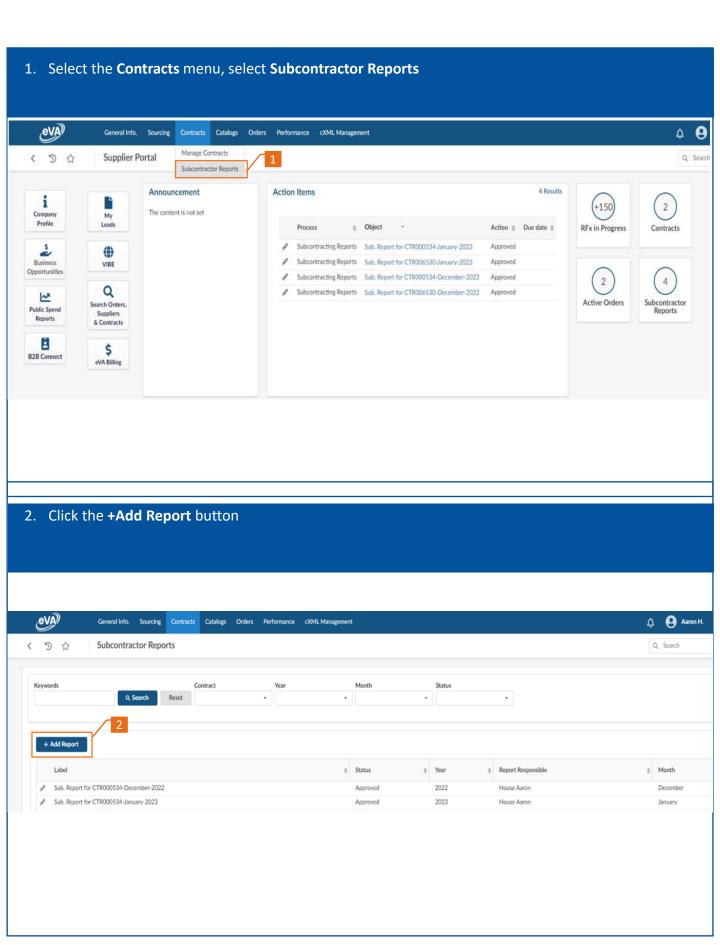
## **Entering Supplier Subcontractor Payments**



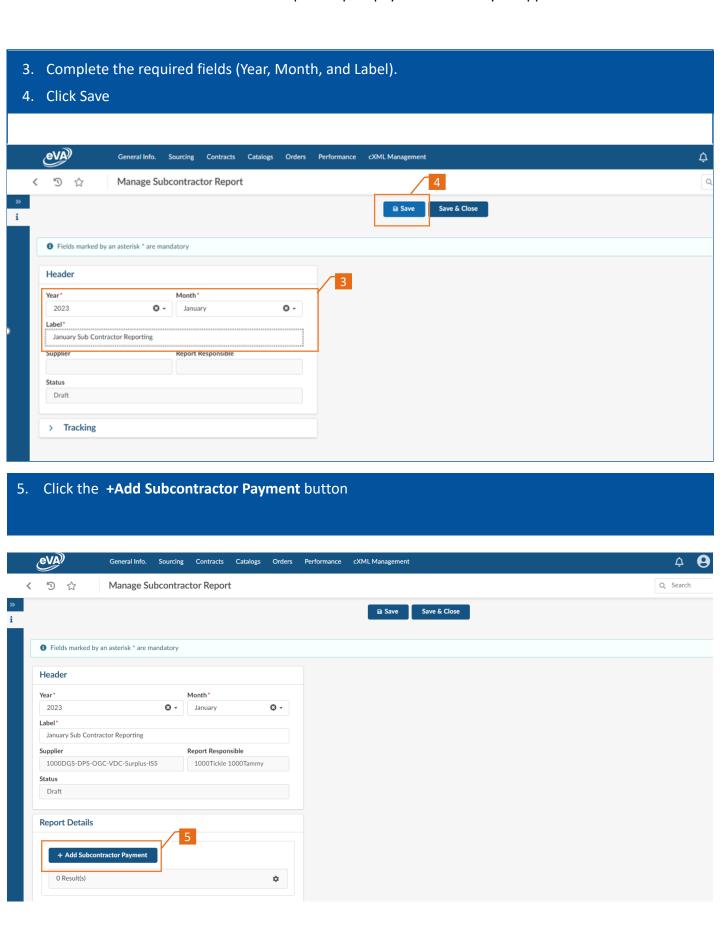
This Quick Reference Guide includes the steps to report payments made by a supplier to their subcontractors.



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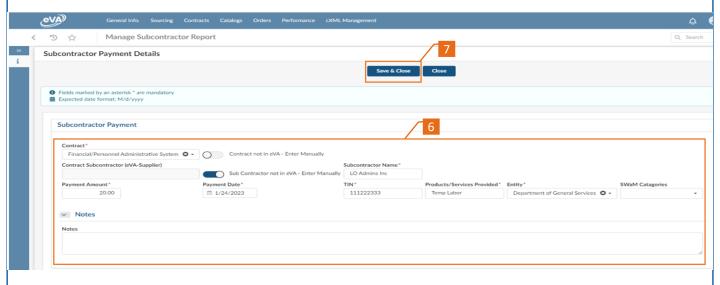


## **Entering Supplier Subcontractor Payments**



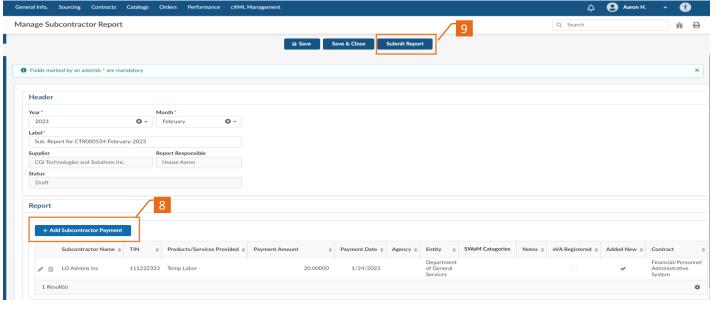
This Quick Reference Guide includes the steps to report payments made by a supplier to their subcontractors.

- 6. Complete the information
- 7. Click Save & Close
- If the **Contract** is not found on the list, select **Contract not in eVA** which will add a field for you to add you contract number (not shown in the example below)
- If the **Contract Subcontractor** is not found on the list, select **Sub Contractor is not in eVA** which will add a field for you to add your Subcontractor Name (example shown below)
- \* NOTE: If there is no payment to report, enter 0.00 in the Payment Amount\* field



Your payment record has been added to the report (see the new line in the Report section)

- 8. Repeat Steps 4-6 for each payment to subcontractors you need to report
- 9. Final Step Click the Submit Report button. Status will change to approved



 Once you click "Submit Report" you are done for this report, the button will go away, and you can leave the screen.